

**Standards Committee
October 20, 2003**

SELF-ASSESSMENT

COMMUNICATION PLAN AND INCENTIVES

1. What is the goal of a self-assessment?	To set agency goals for performance on the standards in 2005. Provides a check in – progress report for staff and board. <ul style="list-style-type: none"> • What assignments need to be made, measure-by-measure? • Do you need to accelerate work or keep pace? • Are systems in place to get organized for 2005?
2. Who (people or entities) should support the self-assessment in order to get good participation?	Leadership of DOH and Board of WSALPHO PHELF (chair: Mary Ann Welch) Standards Committee members. Other forums to endorse.
3. How should the self-assessment be communicated?	Joint letter from Mary Selecky (DOH) and Larry Fey (WSALPHO). Pick a contact and we do training for them. All materials and trainings should be high quality.
4. What kind of incentives would be needed to get DOH and LHJs to do this?	Could departments be given acknowledgement for early, first, etc.? Give Departments who complete assessment donated time such as: use of a graphic artist, power point expertise, organization of a staff retreat, use of a consultant People who contribute to the results could vie for a prize, such as presentation for a local board done as a PowerPoint. Document progress.
5. What should be included in the communication plan?	Messages: “How much time” – give people parameters “Select priorities and focus on one or two areas?” “Commercials” include – whom can I contact? Use a Mary Selecky /WSALPHO letter to kick it off Use Public Information Offices – regionally and departments. Provide information to PHELF Get more examples and share them: Torney Smith and Maggie Moran presentation on the WEB.

TIMETABLE

DEC.	Letter from Mary Selecky and Larry Fey
JAN.	
FEB.	Send reminder note including schedule and timeline. Provide training for new people.
MAR.	A letter from Mary/Larry describing the contest. Sharing of examples
APRIL	Tool out/Instructions
MAY	Self-assessment done
JUNE	Results from contest or queries. Thanks. Gear up for 2005.

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PROCESS

1. What is the goal of the self-assessment?	It will be a review and update Get the Standards back on people's minds See progress Prep for '05 measurement
2. What should be included in the process?	All should "play" – no opting out "KISS" – streamlined Self-learning theme Consider mentors Clear letter and instructions Chronic positive reinforcement starting in 12/03.
3. What would be the benefits and challenges of using the Operational Guide and Self-Assessment Tool developed by the contractors?	If tool available – update only, supply to agencies Emphasis – self-learning
4. What changes or modifications would be needed?	State (consultant?) compile results Web-based survey Ask: Challenges –layoffs, etc.
5. What should be the timeframe for the work?	45 days advance and give 30 days to do it –
6. What is a reasonable time to complete the work?	Do in May – report to WSALPHO in June.

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RESULTS

1. What is the goal of the self-assessment?	Give everyone a preview of what one might expect to see in the objective 2005 assessment. <ul style="list-style-type: none">▪ Evaluate where we are vs. baseline.▪ Get people to think about Standards.▪ Rehearsal for formal assessment.▪ See how comprehensive each Standard achievement is.
2. What information should be gathered from the self-assessment?	If aggregated <ul style="list-style-type: none">▪ One page on where most need help.▪ Build overview of issues that may arise in '05 assessment. Individual internal review and focus for QA/QI
3. How should the information and data be used?	Basis for QA/QI. Through self-assessment, this allows you to say to BOH/State/Legislature as to your challenge in meeting Standards needs for more \$. Additional opportunity to engage our boards. Define areas of focus. ID key places where need or deficiency exists. Baseline allowed us to put best foot forward. This self-assessment will allow each agency to measure how fully we achieve each Standard.
4. Who should get the results from the self-assessment?	As broadly as individually determined – encourage broadly (board, internally, state). Generally an internal use.
5. What analysis should be done of the results?	Summary of reports – option to opt out. Use to identify gaps in system.